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# NETSMARTZ TEEN VOLUNTEER KIT: *Adviser's Guide*



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# WELCOME TO NETSMARTZ WORKSHOP!

Dear Educator or Youth Adviser,

Thank you for your interest in NetSmartz Workshop's Teen Volunteer Kit. As a program of the National Center for Missing & Exploited Children, NetSmartz is dedicated to producing dynamic Internet safety materials for children, parents, and communities. These materials include interactive games, animated videos, lesson plans, and presentations like those in this Teen Volunteer Kit.

This Kit was created for use by teens and their teachers or youth organization leaders. It contains two presentations with word-for-word presenter's notes, a Teen Presenter's Guide, and this Adviser's Guide. The Teen Presenter's Guide has everything that teens will need to give a successful presentation, such as presentation delivery tips and a day-of materials checklist. The Adviser's Guide offers tips about setting up a presentation, preparing teens to present, and assisting them on the day of their presentation.

Teens may use the Kit to help fulfill school service hour requirements or as part of community programs. It will help teens teach elementary and middle school age children about online safety risks such as cyberbullying, online predators, and revealing too much information. Teens will also review these issues for themselves as they read through the Teen Presenter's Guide, giving you the opportunity to start a dialogue with them about Internet safety. To facilitate your discussion, consider using some of the other NetSmartz resources for teens, such as the *Real-Life Stories* video series. You can download these and other NetSmartz materials from [www.netsmartz.org](http://www.netsmartz.org).

As with all of our materials, your feedback on this Kit is welcomed. After you have implemented these resources, please visit our evaluation page at [www.netsmartz.org/Presentations/TeenPresenterSurvey](http://www.netsmartz.org/Presentations/TeenPresenterSurvey). Your thoughtful and insightful comments will help us continue to produce high quality safety education materials.

Sincerely,

NetSmartz Workshop

## PRESENTATIONS OVERVIEW

In order to give these presentations you will need **Microsoft's PowerPoint program, a laptop or computer, an LCD projector, speakers, and a place to project the presentation** (such as a projection screen or a blank wall). The presentations are divided by grade level and contain age-appropriate content. Please be sure to review them with your teen presenters before you begin contacting presentation sites to ensure that both you and the teens are comfortable with the materials.

### Router's Birthday Surprise

**Grades: 3-5 • Length: 35 minutes**

The *Router's Birthday Surprise* presentation is a video with breaks for the presenter to speak. In the presenter's notes, these breaks are marked **Presenter Comment**. There are also places in the presentation marked **Prompt Audience**. The presentation will not stop in these places, but presenters can use the prompt to interact with their audiences. If your teen presenters are not comfortable engaging their audiences in this way, have them skip these prompts.



In this presentation, Clicky, the Internet safety robot, is on his way to defeat the Webville Outlaws, sneaky Internet villains who try to ruin children's time online. The presenter and Clicky will teach their audience about the four NetSmartz Rules of Internet Safety:

1. I will tell my trusted adult if anything makes me feel sad, scared, or confused.
2. I will ask my trusted adult before sharing information like my name, address, and phone number.
3. I won't meet face-to-face with anyone from the Internet.
4. I will always use good netiquette and not be rude or mean online.

### NetSmartz Tweens Presentation

**Grades: 6-8 • Length: 30 minutes**

The NetSmartz Tweens Presentation incorporates videos and uses engaging graphics to introduce middle school students to three main Internet safety issues:

- » **Cyberbullying** – The use of the Internet and mobile technology, such as cell phones, to bully or harass someone.
- » **Online Predators** – Those who try to manipulate and gain the trust of minors through a process called “grooming” in order to engage them in sexual chats and offline meetings for sex.
- » **Revealing Too Much** – The act of sharing personal and private information through texts, images, or videos. This may attract unwanted attention from cyberbullies and online predators. It may also lead to serious offline consequences at school and with the law.



#### Additional Resources

The Additional Resources folder contains safety pledges and tips for elementary and middle school age children. Consider having teen presenters hand out “My Rules for Internet Safety” to audiences in grades 3-5 or the Middle/High School Internet Safety Rules and the “Your NetSmartz” tip sheet for students in grades 6-8.

To read more about these and other Internet safety issues, visit [www.netismartz.org](http://www.netismartz.org).



## SETTING UP A PRESENTATION

After your teens decide which presentation they would like to give, it is time to set up a presentation site. Try contacting local schools and organizations to see who may be interested in having an Internet safety presentation. For example, if you are a high school teacher, you may be able to coordinate a presentation with the local elementary school. If you work with a youth organization, you may set up a presentation as part of a community event. Make sure to establish the following important details:

- » **Audience** – What is the age of the audience? How big will the audience be?
- » **Available Equipment** – Will the presenters have access to microphones, laptops/ computers, speakers, a projection screen, or an LCD projector?
- » **Contact Information** – What is the name and phone number of the person who will be there to let you into the building or room?
- » **Date/Time** – When is the presentation? How early can the presenters arrive to begin setting up?
- » **Location** – What is the name or number of the room where the presentation will be located?
- » **Room Arrangement** – Where will the presentation be projected? Will there be a podium and/or a stage? Are the electrical outlets easily accessible or should you bring an extension cord?

When discussing the logistical details with the school or organization, make sure to discuss the presentation's content as well. You may even want to consider sending them a copy of the word-for-word presenter's notes.

### Get your teen presenters involved!

Put them in charge of publicizing the event by creating posters, banners, and fliers. Encourage them to use technology creatively to promote the event. They could start a Facebook® page, tweet about it on Twitter®, or create a YouTube® video.



## PREPARING TEEN PRESENTERS

The most important thing that you can do to help your teen presenters prepare is encourage them to **practice**. Make yourself available to watch their run-throughs and offer them constructive criticism. For example, you may want to sit in different places around the room while the teens are practicing so that you can give them feedback on projecting their voices or speaking slowly and clearly. Review the presentation tips in the Teen Presenter's Guide to help your teen presenters prepare. Also, consider discussing the following with your teen presenters:

- » **Audience Types** – Not all audiences are created equal. The time of day, the temperature of the room, and the size of the audience can all affect an audience's response to a presentation. For example, children may be rowdy after eating lunch or shy about responding to a presenter's prompts if the audience is large. Help your teen presenters prepare by talking to them about how audiences of different ages might respond, and reassure them that the audience's immediate response is not the only indicator of their presentation's success.
- » **Logistics** – Who is responsible for bringing the presentation materials, such as a laptop and copies of the handouts? How are the teens getting to and from the presentation? Even if your school or organization has procedures in place for answering these questions, take some time to discuss the logistical details with your teen presenters. This will help ensure that all of your presenters are on time and have the necessary equipment.
- » **Q & A** – Have the teen presenters brainstorm a list of questions that their audience may ask. Then, have them research any answers that they do not already know. Some audiences will want to ask a lot of questions. Have the teens practice diverting them to the end of the presentation. While your teen presenters are practicing, pretend to be an audience member with a question. Have them direct you to hold your question until the end of the presentation. Putting time for Q & A at the end of the presentation will allow you to step in to help your teen presenters should there be any questions that they are not prepared to answer or are uncomfortable addressing.
- » **Unexpected Disclosures** – Some children who attend the Internet safety presentations may be victims of cyberbullying or another type of abuse. Listening to the presentation may encourage them to disclose these incidents; however, teen presenters should not be responsible for handling such disclosures. Prepare teens to direct the child to you with responses such as, *It's very good that you want to talk about this, but we should tell a trusted adult. Mr./Mrs. Smith is my trusted adult. Would you mind if we talked to him/her?*

Have teens go through the Presentation Day Checklist in the Teen Presenter's Guide before the day of the presentation. This will help them be certain that they have all necessary materials. However, one thing is not on the check list: **you**. Please plan to attend your teens' presentations. You will be able to help them deal with any unanticipated logistical problems, answer difficult questions, and handle a rowdy audience. Just as important is the reassurance and confidence that can come with seeing a friendly face.

### It Takes Two!

Teens should deliver these presentations in a group of two or more. Help them divide their presentation and create clear points of transition as they pass the presentation from presenter to presenter.

## WRAP-UP

Help your teens end their presentation experience well. Encourage them to:

- » Hand out the safety pledges and/or tween tips at their presentation's conclusion.
- » Issue their audience an Internet safety challenge. For example, challenge everyone in the audience to sign a safety pledge.
- » Continue sharing Internet safety information. If a school or group invites your teens to return, consider downloading additional materials from NetSmartz.org to use, such as videos and activity cards.
- » Evaluate their experience. Have teens complete the follow-up survey on **[www.netsmartz.org/Presentations/TeenPresenterSurvey](http://www.netsmartz.org/Presentations/TeenPresenterSurvey)**. You can also visit this link to offer feedback on your experience with the Teen Volunteer Kit.

And don't forget to congratulate your teen volunteers on a job well done! Recognize them at your next meeting, and have them share about their experience presenting with those who were not involved. You can also use this opportunity to engage teens in a discussion about what they learned while preparing to give the presentation and how their views on Internet safety may have changed.